



Family Centers

2026-2027

Family Handbook

Family Center Site: _____

Telephone Number: _____

Parent Educator Name: _____

CenClear

50 Bigler Road, Woodland PA 16881

Office Phone: (814) 342-5678 or TOLL-FREE 1-800-525-5437

www.cenclear.org



Hello, and Welcome to CenClear Family Centers!

The Family Centers Program provides a wide variety of experiences for you and your child. It is founded on the belief that **you, the parent, are your child's first and most important teacher.**

What We Offer

Parent Engagement

We encourage a strong partnership between you and your Home Visitor to support your child's learning and development. Parents are invited to participate in Group Connections, family activities, and Advisory Board meetings.

Vision and Hearing Screenings

These screenings are provided to help identify any concerns early and assist you in accessing the care your child may need. Preventative health care is encouraged.

Nutrition Services

Support is available for children who have additional nutritional needs.

Family Well-Being

We support families in identifying and working toward self-determined goals. Emphasis is placed on using community resources for job training, education, support, and recreation. We also encourage in-home parent-child literacy activities and financial literacy for adults.

Child Development

We offer developmentally appropriate experiences to support your child's growth—socially, mentally, physically, and emotionally. Each child receives a developmental screening. If special needs are identified, referrals are made to connect your child with the services they need to thrive.

Preventative Mental Health

We promote positive mental health through prevention, early identification, and support to help children and families maintain emotional well-being.

We look forward to spending time with you this year and supporting your family's journey. We are confident that you will find the Family Centers Program to be a rewarding and meaningful experience for both you and your child.

Welcome to CenClear!



Head Start Program Policy: Culture of Safety & Wellness for Parents & Families

Policy Statement

CenClear is committed to fostering a culture of safety, wellness, respect, and inclusion for all parents, guardians, and family members of our early childhood programs. We recognize that family well-being is essential to children's healthy development and school readiness. The program will create and maintain an environment where families feel physically safe, emotionally supported, valued, and empowered to participate in their child's education and development.

Purpose

This policy establishes expectations, practices, and procedures that promote the health, safety, and wellness of parents and families while encouraging meaningful family engagement and partnerships.

Guiding Principles

The program will:

- Promote physical, emotional, and psychological safety.
- Respect the dignity, diversity, and strengths of all families.
- Support family wellness through education, resources, and referrals.
- Encourage open communication and collaborative partnerships.
- Foster an inclusive environment free from discrimination, harassment, bullying, and intimidation.
- Recognize and respond to the unique needs of families experiencing stress, crisis, or trauma.

Physical Safety

The program will:

1. Maintain safe, clean, and accessible facilities for families and visitors.
2. Conduct regular safety inspections of all CenClear centers and classrooms.
3. Provide emergency preparedness information and procedures to families as applicable.
4. Ensure secure visitor sign-in and sign-out procedures when required.
5. Make reasonable accommodations for individuals with disabilities.

Emotional and Psychological Safety

The program will:

1. Create welcoming environments where families are treated with respect and kindness.
2. Encourage positive and constructive communication between staff and families.
3. Protect family confidentiality in accordance with applicable laws and regulations.
4. Prohibit discrimination, harassment, retaliation, bullying, or threatening behavior.
5. Utilize trauma-informed practices when interacting with families.
6. Provide opportunities for families to share concerns, feedback, and suggestions without fear of reprisal.

Family Wellness Support

The program will:

1. Provide information and education on:
 - * Mental health and stress management
 - * Healthy lifestyles and nutrition
 - * Parenting skills and child development
 - * Family resilience and self-care
 - * Community health and wellness resources
2. Offer referrals to community services as needed, including:
 - * Mental health counseling
 - * Healthcare providers
 - * Housing assistance
 - * Food assistance programs
 - * Domestic violence services
 - * Substance use treatment and recovery supports
 - * Employment and educational resources
3. Encourage participation in wellness-focused workshops, support groups, and family engagement activities.

Family Engagement and Partnership

The program will:

1. Promote meaningful family participation in program planning and decision-making.
2. Encourage parent leadership opportunities through committees, councils, and volunteer activities.
3. Provide culturally and linguistically responsive communication whenever possible.
4. Respect diverse family structures, backgrounds, beliefs, and traditions.
5. Collaborate with families to identify strengths, goals, and support needs.

Reporting Safety Concerns

Parents and family members are encouraged to report concerns regarding:

- Unsafe conditions
- Threatening or disruptive behavior
- Harassment or discrimination
- Child or family welfare concerns
- Program practices affecting safety or wellness

Reports may be made to program leadership, family services staff, or designated safety personnel. Concerns will be addressed promptly, respectfully, and confidentially to the extent permitted by law.

Staff Responsibilities

All staff members will:

- Model respectful and professional behavior.
- Complete required training on family engagement, safety, wellness, and trauma-informed care.
- Respond appropriately to family concerns.
- Maintain confidentiality and professional boundaries.
- Support families in accessing needed resources and services.

Continuous Improvement

The program will regularly evaluate its culture of safety and wellness through:

- Family surveys and feedback
- Parent input
- Incident reviews
- Staff observations
- Program self-assessments

Findings will be used to strengthen practices, improve services, and enhance family well-being.

Standards of Conduct

At CenClear all staff, consultants, contractors, and volunteers MUST abide by our standards of conduct that ensure staff, consultants, contractors, and volunteers do not engage in behaviors that maltreat or endanger the health or safety of children, including, at a minimum:

(A) Corporal punishment; or physically abusive behavior, defined as intentional use of physical force that results in, or has the potential to result in, physical injury. Examples include, but are not limited to, hitting, kicking, shaking, biting, pushing, restraining, force feeding, or dragging;

(B) Sexually abusive behavior, defined as any completed or attempted sexual act, sexual contact, or exploitation. Examples include, but are not limited to, behaviors such as inappropriate touching, inappropriate filming, or exposing a child to other sexual activities;

(C) Emotionally harmful or abusive behavior, defined as behaviors that harm a child's self worth or emotional well-being. Examples include, but are not limited to, using seclusion, using or exposing a child to public or private humiliation, or name calling, shaming, intimidating, or threatening a child; and

(D) Neglectful behavior, defined as the failure to meet a child's basic physical and emotional needs including access to food, education, medical care, appropriate supervision by an adequate caregiver, and safe physical and emotional environments. Examples include, but are not limited to, leaving a child unattended on a bus, withholding food as punishment or refusing to change soiled diapers as punishment

If I see any staff, consultant, contractor or volunteer violate any of the statements above I know to report this to my supervisor and to CenClear's Human Resource Department: hr@cenclear.org.



Family & Community Partnership

Personal Visits Overview

Personal visits are one of the most important parts of our program. During these visits, we'll talk about your family goals and your child's development. You'll also learn how to turn everyday activities and materials into positive learning experiences. Your Parent Educator will support you in connecting with community resources that can help you achieve your goals. Our goal is to partner with you in exploring and accessing helpful local services.

Scheduling Personal Visits

Personal visits will take place in your home twice a month. You and your Parent Educator will work together to select a convenient time for these visits. Additional visits can be arranged as needed.

To ensure that these visits are meaningful and productive, your active participation is essential. A parent or guardian must be present for each visit. We ask that every effort be made to be home at the scheduled time. If you need to reschedule for any reason, please provide your Parent Educator with as much notice as possible.

What to Expect During a Personal Visit

Our Family Center Program uses the *Parents as Teachers* model, which focuses on:

- **Parent-Child Interaction** We support the development of warm, responsive, and encouraging parenting skills. Activities build on what your family is already doing, reinforcing positive interactions.
- **Development-Centered Parenting** We share information about child development, helping you understand how your child's current stage relates to their behavior. We'll work together to identify causes of behavior and explore strategies and solutions as needed.
- **Family Well-Being** We focus on your family's strengths, capabilities, and goals. Our goal is to support a healthy, nurturing environment where your family can grow and thrive. We respect your unique perspective and aim to empower your decision-making.

Occasional Additional Staff Participation

At times, another CenClear staff member may accompany your Parent Educator during a visit. This may be for observation, mentoring, training, or support purposes. When possible, you will be notified in advance if someone else will be joining the visit.

Family & Community Partnership

Confidentiality

All information related to your family's participation in our programs is kept confidential. CenClear maintains records for each child and family in order to provide the best possible services and to meet State and Federal reporting requirements. These records are accessible only to CenClear employees who need the information to serve your child and family.

As the legal guardian, you may request to review your child's records at any time. Please submit your request in writing to the office. If you disagree with any information in the file, you have the right to add written comments, which will be kept with your child's records.

As you participate in group activities or trainings, you may become aware of personal information about other families. We ask all participants to respect the confidentiality of others by keeping any shared information within the group setting (e.g., Young Parent Group, training sessions, etc.). Even well-meaning comments can sometimes cause misunderstandings. If you have any concerns regarding confidentiality, please speak with your Teacher or Family Service Worker.

Custody Matters

CenClear understands that families may experience separation or divorce. However, staff cannot participate in or take sides in custody or legal disputes. If you have custody orders or legal documentation related to your child, please provide a copy to ensure we have the most accurate information on file.

While CenClear cannot intervene in legal matters, we are happy to provide referrals to counseling or legal support services that may assist you.

Mandated Reporter Policy

CenClear staff, contractors, and volunteers are **Mandated Reporters** as required by law. This means that they are legally obligated to report signs of suspected child abuse or neglect, such as repeated or unexplained bruises, burns, or other injuries not consistent with typical childhood activities. **Any adult who has direct contact with children under the age of 18** is also required by law to report suspected abuse.

CenClear is committed to the safety and well-being of every child we serve. If a mandated reporting situation arises, our staff will be there to support you and help you through the process.

For more information, you can review our full Mandated Reporter Policy on the Parent Area of our website: www.cenclear.org

CenClear's programs are designed to be family- and child-focused. Your Teacher or Home Visitor values your role and wants you to remain the key person in your child's preschool experience.

Services You Can Expect to Receive:

- **Support for Social and Emotional Well-Being** Our program is trauma-informed and responsive, guided by the **Sanctuary Model of Care** and **Positive Behavioral Interventions and Supports (PBIS)**. These approaches promote a safe, nurturing, and supportive environment for both you and your child.
- **Home Visits and Parent Conferences** The number and frequency of visits and conferences vary depending on your child's specific preschool program. These meetings will be scheduled at a time that is convenient for you. During these visits, you and your Teacher and/or Home Visitor will share ideas and strategies to support your child's learning and development.
- **Resource Referrals** Referrals are provided as needed to connect you with community resources and support services.
- **Family Support Services** We offer information and assistance to help you address family needs such as supplemental food programs, food stamps, speech therapy, healthcare, nutrition services, and childcare.
- **Parent Engagement and Professional Development** Opportunities are provided throughout the year for you to participate in **parent engagement activities** and **training sessions** to support your personal and family growth.

Community Resources

Information on community resources can be found in the Resource Directory, online at www.cenclear.org or dialing 211 (nationwide service directory). Your Teacher or Family Service Worker can also assist you in locating community resources.



Use of Cameras

As a safety precaution and for training purposes, cameras are installed in CenClear classrooms, general use areas and buses. Signs stating that cameras are in use are posted and we have included this information on our Consent for Program and Emergency Services. Cameras in classrooms and general use areas have both visual and auditory capability. Cameras on the buses only have visual capability. Cameras are on during hours of operation and recording during operating classroom timeframes. The installation of cameras is to promote safety of children, staff and families.

Parent Engagement Information

Parent and family engagement is about promoting safety, supporting strong relationships between parents and children and nurturing ongoing learning and development. Our motto is *“Reaching Children Through Families.”*



Parent Advisory Board

This is an opportunity to have your voice heard and to make a difference in the way that services are provided for families. This information is vital for planning the future look of service provision.

Information from the Advisory Board is shared at the Clearfield County Collaboration and Prevention Board meetings.



PLEASE NOTE:

All volunteers are required to have clearances.

Any parent with “crimes against children” are not permitted on CenClear property.

Group Connections

Group Connections are offered through the Family Center Program for you and your child. Group Connections occur at a time best for families either at the center or in the community. There is not a schedule of activities for Group Connections—just a tremendous opportunity for you to follow your child's lead in play. Through parent-child interaction, you should gain a greater awareness of your child's cues, capabilities and developmental needs. This is also a terrific opportunity to bond and connect with your child.

Group Connections are also a great time for connecting with other parents and staff. During this time, you will have the opportunity to discuss resources in the community, parenting practices and various health, safety and nutrition topics. This is also an excellent time to discuss upcoming events at CenClear and in the community.

Group Connections Cancellations

Your Parent Educator will contact you in the event of a cancellation due to weather or unforeseen circumstances.

Snack Time

A snack may be provided during Group Connections. Child-centered conversations take place. These may include conversations about the food they are eating, events happening at home, etc. Children, with parental assistance, clean-up their snack area when they are finished.



On to Kindergarten...

Here is a list of ideas that will help you plan for your child's transition from preschool to kindergarten. Following these suggestions can make the transition process smoother and less stressful for your child, family, and school.

- Work on your child's readiness skills at home. (Your Parent Educator can give you ideas.)
- Sign the Consent to Exchange Information with the school district.
- Update your child's immunizations.
- Find out where and when to register your child for kindergarten before May 15th.
- Make a list of questions you may have to ask school district staff during registration.
- Register your child for kindergarten.
- Arrange to visit your child's school with your Parent Educator.

Every family with a child entering kindergarten in 2025 should receive a “Kindergarten, Here I Come” activity guide. This resource has excellent information to help you prepare your child as they enter kindergarten.

What is School Readiness?

The Office of Head Start has defined school readiness as “children are ready for school, families are ready to support their children's learning, and schools are ready for children.”

CenClear has developed a plan to help parents and all program staff understand how enrolled children are developing and what all of us can do to help them prepare for school. The plan includes ideas for health and nutrition, parent engagement, social services, mental health, and educational support for all children enrolled in our Early Childhood division.

The “Parent, Family, and Community Engagement Framework,” which includes our “School Readiness Plan,” helps guide us to:

- Decide what trainings to provide for staff.
- Form strong partnerships within the community.
- Provide services that meet the needs of children and families.
- Supports parents to be strong advocates for their children.

Please make sure you talk with your Parent Educator about this plan. It is important for all of us to work together to prepare children for school!



Health, Safety and Nutrition

Immunizations

All preschool children are required to be up-to-date on their childhood immunizations according to the schedules prescribed in the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) before they can be enrolled in preschool. If a child does not have all the prescribed doses, they must work with their doctor to develop a catch-up schedule. The only exceptions are if a child has a medical or religious/moral exemption. A medical exemption must be signed by their doctor. Religious/moral exemptions require a written note from the parents/guardians.

AAP Recommended Immunization Schedule — 2026

Children Birth Through 6 Years Old

	Birth	1 month	2 months	4 months	6 months	8 months	12 months	15 months	18 months	19-23 months	2-3 years	4-6 years
RSV	✓	1 dose during RSV season				✓	1 dose during RSV season for those at high risk *					
HepB	✓	✓			✓							
RV			✓	✓	✓							
DTaP			✓	✓	✓			✓				✓
Hib			✓	✓	✓		✓					
PCV			✓	✓	✓		✓					
IPV			✓	✓	✓							✓
COVID-19					✓		Recommended for age group				✓	As recommended**
Influenza					✓		Yearly					
MMR							✓					✓
Varicella							✓					✓
HepA							✓	Dose 2: 6 months after dose 1				

For more information, visit [healthychildren.org/immunizationschedules](https://www.healthychildren.org/immunizationschedules).

*<https://www.healthychildren.org/rsv>
 **<https://www.healthychildren.org/covid-19>

Physical Requirements

It is a requirement for all programs that each child has current physical examinations according to the EPSDT guidelines. If your child is due for a new physical, we have provided a blank form for you to have completed by your child's doctor.

Consult with your doctor to ensure the recommended schedule for examinations and screenings listed below is followed to keep your child up-to-date.

Early and Periodic Screening, Diagnosis, and Testing (EPSDT) Program Schedule

- Age-appropriate scheduled of Well Child Exams:
- Newborn—By 1 month—2-3 months—4-5 months—6-8 months—9-11 months—12 months—15 months—18 months—24 months—30 months—3 years
- Oral Health Risk Assessment completed at age 12 months. Referral to dental home begins at 12 months of age.
- Vision and hearing up to 30 months of age. Vision and hearing screening is required at 3 years and at every check-up thereafter.
- Hemoglobin is tested at age 9-11 months.
- A Tuberculin test is done if indicated by history or symptoms.
- Urinalysis is done at age 5 years.
- Blood Lead Level is to be done at 9-11 months and again at 24 months.
- Sickle Cell testing is to be done if indicated by history or symptoms.

Dental Requirements

All enrolled children are encouraged to have a professional dental exam, at least yearly, beginning as early as a dental professional will see the child. Your Parent Educator can assist you in locating a dental professional and in scheduling appointments and follow up care as needed.

Good oral hygiene, including tooth brushing, will be practiced during socializations.



Health & Developmental Screenings

We offer health and developmental screenings for your child within 90 days of enrollment and annually thereafter. Your Parent Educator will conduct these screenings in your home.

- Vision is assessed using the SPOT vision screening for children ages 6 months and older.
- Hearing is assessed using the Otoacoustic Emissions (OAE) hearing machine.
- A developmental screening is conducted using the Ages & Stages Questionnaire.
- A social/emotional screen is conducted using the ASQ:SE2.
- A Health Questionnaire is completed to obtain health-related information (immunizations, health, nutrition, etc).



CenClear is a CACFP (Child and Adult Care Food Program) sponsor. CACFP is a federal program that provides reimbursement for nutritious meals and snacks for children in our Early Childhood programs. Eligibility is based on income and as a parent/caregiver, it is important to know your rights related to this program. The following information along, with the “Procedure for Food and Nutrition Services (FNS) Civil Rights Complaints” are provided as an explanation of your rights.

USDA NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW, Mail Stop 9410 Washington, D.C. 20250-9410; or
2. **fax:** (202) 690-7442; or
3. **email:** program.intake@usda.gov

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Procedure for Food and Nutrition Services (FNS) Civil Rights Complaints

Pennsylvania Department of Education

Division of Food and Nutrition

USDA prohibits discrimination against its customers. If you believe you experienced discrimination when obtaining services from USDA, participating in a USDA program, or a program that receives financial assistance from USDA, you may file a complaint with USDA. OASCR, through the Center for Civil Rights Enforcement, will investigate and resolve complaints of discrimination in programs operated or assisted by USDA.

USDA prohibits discrimination on the bases of race, color, religion, sex, sexual harassment, age, national origin, marital status, familial status, disability, limited English proficiency, or because all or a part of an individual's income is derived from a public assistance program. In programs that receive Federal financial assistance from USDA, discrimination is prohibited on the bases of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity.

Filing a Program Discrimination Complaint

You have multiple options to file a complaint of program discrimination:

Online via the Program Discrimination Complaint Portal You can now file a complaint directly through the USDA's [Program Discrimination Complaint Portal](#). This convenient, secure portal allows you to submit your complaint electronically.

By Form: Complete the [USDA Program Discrimination Complaint Form \(English\)](#) (PDF, 340 KB) or [USDA Program Discrimination Complaint Form \(Spanish\)](#) (PDF, 346 KB)

By Email or Letter To file a program discrimination complaint, you may email the required details of the complaint to program.intake@usda.gov. If you prefer, you can write a letter containing all of the required details below and be signed by you or your authorized representative. Incomplete information will delay the processing of your complaint. Employment civil rights complaints will not be accepted through this email address.

Title IX: Discrimination Based on Sex

Compliance with Title IX is a joint responsibility. The USDA Office of the Assistant Secretary for Civil Rights (OASCR) and the National Institute of Food and Agriculture (NIFA) investigate complaints, conduct compliance reviews, and provide technical assistance and guidance.

Title IX applies to any recipient of federal funds. Any applicant to, participant in, or employee of, a program receiving federal financial assistance from NIFA has the right to file a Title IX complaint through OASCR if they feel that they have been discriminated against or harassed based on their sex.

What do I need to include in my complaint letter?

Include the following in your complaint email or letter:

- Your name, address and telephone number.
- The name, address, and telephone number of your attorney or authorized representative, if you are represented.
- The basis of your complaint. The basis is what you believe was the motivating factor for the discrimination. For example, you may believe you were treated differently because of your race, color, religion, sex, age, national origin, marital status, sexual orientation, familial/parental status, disability, or because all or a part of an individual's income is derived from a public assistance program. (Not all bases apply to all programs).
- The date(s) that the incident(s) you are reporting as discrimination occurred. Please note that we cannot accept a complaint about an incident that took place more than 180 days prior to the filing of the complaint. If the discrimination occurred more than 180 days prior to filing your complaint, you may request a waiver of the filing requirement. (See waiver information below.)
- The name of the individual(s) or entity you believe discriminated against you and the agency or recipient that employs that/those individual(s).

The issue(s) of your complaint. The issue is a description of what happened, or the action that was taken by the individual(s) or agency that discriminated against you, resulting in some harm. Explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. Please include how other persons were treated differently from you, if applicable. If you were denied a benefit or service, please provide a copy of the denial letter. If you have documents to support the events you are reporting, provide a copy of the supporting documents.

How do I request a waiver of the 180-day filing deadline?

A waiver may be granted for the following reasons: (1) the discriminatory act could not reasonably be expected to be known within the 180-day period; (2) illness or incapacitation; (3) the same complaint was filed with another Federal, state, or local agency; and (4) any other basis determined by the Director of the Center for Civil Rights Enforcement.

Who may I contact for further information on filing a program discrimination complaint?

You may contact the Center for Civil Rights Enforcement Customer Service Unit for further information at

Toll-free: (866) 632-9992

Additional Resources

Program information is available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact (1) the responsible State or local Agency that administers the program or (2) USDA's TARGET Center at (202) 720-2600 (voice and TTY) or (3) contact USDA through the Federal Telecommunications Relay Service at 711.

Attendance Policy

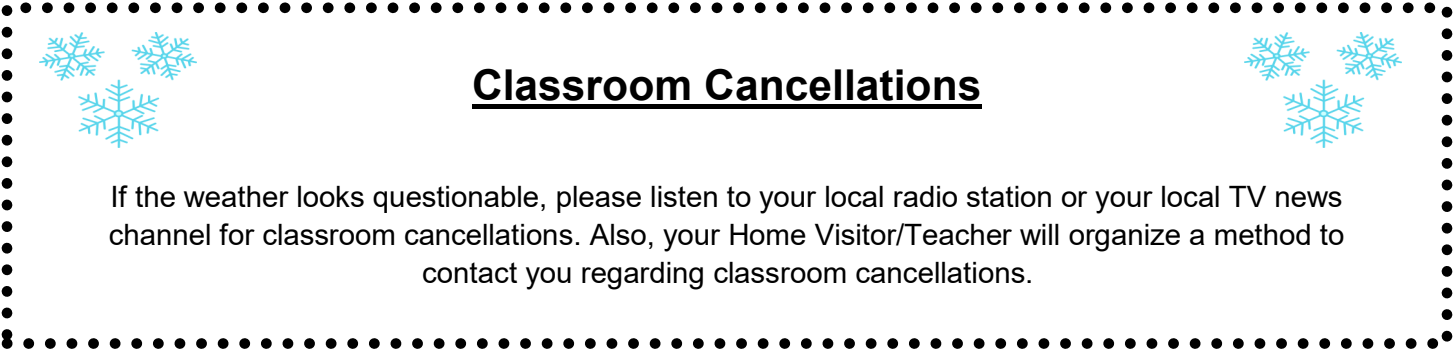
Consistent classroom attendance is an important part of preparing your child for successful life-long learning. Attendance is required each day class is offered. If your child is absent, the absence is considered excused or unexcused.

When your child is absent, you must provide a written excuse. Absences for the following reasons are considered to be excused:

- Illness
- Death of a family member
- Extenuating family situations/emergencies including health issues of family members that affect the classroom attendance of the child. In these circumstances, referrals to the appropriate department and possible support resource agencies need to occur.
- Health, dental or mental health appointments
- Fire, natural disaster, or other extenuating circumstances (must provide details)
- If a child's IEP indicates an altered schedule (must receive prior approval)
- Other extenuating circumstances deemed as excused by CenClear. These instances are approved through the Child Development Department.

The following guidelines apply to all families:

- Parent must contact teacher daily if child is absent.
- A doctor's excuse is required after 3 or more absences related to illness or health appointments.
- An excuse must be turned in for each day absent.
- If 4 (Head Start) or 5 (PreK Counts) consecutive unexcused absences occur, an attendance plan is developed.
- For Head Start, all unexcused absences must be analyzed. An attendance plan will be developed



Classroom Cancellations

If the weather looks questionable, please listen to your local radio station or your local TV news channel for classroom cancellations. Also, your Home Visitor/Teacher will organize a method to contact you regarding classroom cancellations.



What is WIC?

WIC is the Special Supplement Nutrition Program to help improve the health of women, infants and children. WIC services are provided at no cost to you and your family.

Who is Eligible?

- **Women** who are pregnant, breastfeeding or recently had a baby (under 6 months).
- **Infants.**
- **Children** under age 5.

WIC is for married and single parents, working families and the unemployed. If you are a father, mother, foster parent or other legal guardian of a child under age 5, you can apply for WIC for your child.

You must live in Pennsylvania, have a nutrition need and not exceed the income guidelines:

WIC Income Guidelines

Household Size 	Maximum Annual Income	Maximum Monthly Income
1	\$28,953	\$2,413
2	\$39,128	\$3,261
3	\$49,303	\$4,109
4	\$59,478	\$4,957
5	\$69,653	\$5,805
6	\$79,828	\$6,653
7	\$90,003	\$7,501
8	\$100,178	\$8,349

(For each additional family member, add \$10,175 annually or \$848 monthly).

How To Apply

Get started online at www.pawic.com or call
1-800-WIC-WINS
(1-800-942-9467)

Sanctuary Model

The Sanctuary® Model is a nationally recognized plan for trauma-informed care. CenClear applies Sanctuary principles as the basis for our programs and to guide our staff to share the same values and language. As a result, we have a safer organization that is focused on growth and change.

The Sanctuary model uses **(SELF)** as another component of trauma-informed care:

SAFETY allows us to manage our emotions well.

EMOTIONAL MANAGEMENT allows the expression of loss.

The ability to express **LOSS** allows us to think about our future.

Creating our own **FUTURE** allows us to create a safe one.

The Sanctuary model is based on the following **SEVEN COMMITMENTS** which are used to create and maintain a safe and healing environment:



Please ask your teacher or family service worker how Sanctuary can benefit you and your family.

Your Rights!

Admission, the provision of services, and referrals of residents shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex.

Program services shall be made accessible to eligible disabled persons through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment, redesign, the provision of aids, the modifications shall be considered only as a last resort among available methods. Any client (and/or their guardian) who believes they have been discriminated against should contact one of the following agencies:

CenClear
50 Bigler Road
Woodland, PA 16881
1-800-525-5437

Bureau of Equal Opportunity
Department of Public Welfare
Room 223, Health & Welfare Building
P.O. Box 2675
Harrisburg, PA 17105
1-717-783-1130

Office for Civil Rights Region 3
U.S. Department of Health & Human Services
Suite 372 Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111
1-800-368-1019

Pennsylvania Human Relations Commission
301 Fifth Avenue, Suite 390, Piatt Place
Pittsburgh, PA 15222
1-412-565-5395

